

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY # M700106	SCHEDULE # 001	PAGE # 1 OF 9
DEPARTMENT: School District and Charter School		AGENCY REPRESENTATIVE:		
DIVISION:		TITLE:		
BUREAU: Student - Pre-School, Elementary, Middle, and Senior		PHONE #:		
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
AGENCY REPRESENTATIVE SIGNATURE		DATE:	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE:
<i>David F. Corso</i>		10-15-09	<i>Karl J. Niederer</i>	01-14-2010

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<p style="text-align: center;">Acknowledgement</p> <p>Please review the attached Records Retention Schedule, making any additions, deletions or changes as necessary. Once the schedule has met your satisfaction, please sign this page as the agency representative. With this signature, you acknowledge that you have reviewed and approved this schedule. Please be advised that changes may subsequently be suggested/made to this schedule by a panel of Records Analysts at the State Records Center. If revisions are suggested/made, you will be notified of such. The schedule will then be presented to the State Records Committee for final approval.</p> <p style="text-align: center;">Management of Electronic Records</p> <p>This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of data erasure means the process of data degaussing.</p>			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	ATTENDANCE AND ENROLLMENT			
0001-0000	Class List - Current Year	1 yr		Destroy
0002-0000	Fall Survey File - Student Enrollment (Copy) Contains the Consolidated Enrollment Report: Current School Enrollment Data and the Consolidated Enrollment Report: Out of School Suspensions, Dropouts, and Expulsions forms. Original maintained by the Department of Education and a copy is sent to the Office of the Executive County Superintendent of Schools.	5 yrs		Destroy
0003-0000	Honor Roll Lists	1 yr		Destroy
0004-0000	Register File - Pre-School, Elementary, Middle, and Senior - Central and Classroom (Electronic and Hardcopy)			
0004-0001	Register Book Attendance and enrollment information recorded in the Mandated Student Record.	7 yrs after attendance is recorded in the Mandated Student Record		Destroy
0004-0002	Register Report Lists pupil attendance, transfers or withdrawals for every school in the district.	7 yrs		Destroy
0004-0003	Register Report Summary (Copy) Original is sent to the Department of Education.	7 yrs		Destroy
0005-0000	Student Name/ Address Listing (Electronic and Hardcopy) Names and addresses of all students currently or previously enrolled in the school system.	As updated		Destroy
	STUDENT RECORDS			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0050-0000	The Interdistrict Public School Choice Program (School Choice Program) - (Classified and NonClassified Student) The School Choice Program is a Department of Education-funded program designed to provide students with the option of attending a public school outside their district of residence. School districts annually submit an application to become a Choice Districts and designate "open seats" to accept non-resident students. File contains but is not limited to: Choice School Application, interim and annual reports, student "waiting list", sending home district and receiving choice district documentation, correspondence, and supporting documentation.	7 yrs after termination from program		Destroy
0051-0000	Alternative School Student Record/Pupil File - Students Assigned Part-time to Another School (Electronic and Hardcopy) Contains: Achievement Test Scores, Application to Alternative School, counselor's notes and reports, disciplinary record, High School Scholastic Record Card, permission slip to visit Alternative School, Special Educational Program reports, and teacher evaluations. (NJAC 6A:32-7.8(e))	100 yrs		Destroy
0052-0000	Special School Program Certification and Permit File File containing student certificates and employment permits: Age Certificate, School Record, Promise of Employment, Fitness of Minor-Physician's Certificate, Vacation Employment Certificate, Regular Employment Certificate, Age Certificate for Agriculture Application for Special News carrier or Special Street Trades Permit, Application for Special Agricultural Permit, Application for Special Theatrical Permit, Special Theatrical Permit, Application for Special Newspaper Carrier Permit, Special Newspaper Carrier Permit, additional student employment "working papers", and supporting documentation.	7 yrs after graduation		Destroy
0053-0000	Confidential Disciplinary File <u>NOTE:</u> In accordance with the PL 2202, c. 63, No Child Left Behind (NCLB) Act of 2001, and the Elementary and Secondary Education Act, public schools are required to transfer student's records related to disciplinary actions, including suspension or expulsion, no contact order, when the student enrolls in another public or private elementary or secondary school.			
0053-0001	Confidential Disciplinary File Contains: names, correspondence, dates, grade level, suspension or expulsion form, and cause for disciplinary action.	7 yrs after graduation		Destroy
0053-0002	Confidential Disciplinary File - Demerit Form	1 yr		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
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0053-0003	Confidential Disciplinary File - Tardiness Record Information is transferred to cumulative student record.	1 yr		Destroy
0053-0004	Confidential Disciplinary File - Student Violence, Vandalism, and/or Substance Abuse Incident Report ((Electronic and Hardcopy) Original maintained in the Student Record and a copy with the Municipal Police Department.	100 yrs		Destroy
0054-0000	Driver Education File			
0054-0001	Driver Educations Program Completing/Card/Principal Retained in Principal's office.	7 yrs after graduation		Destroy
0054-0002	Driver Education Student Roster Printout List of students who have completed the driver education behind-the-wheel course. Contains: names, birth dates, teachers, dates completed training.	1 yr		Destroy
0055-0000	Emergency Information Card - Student (Electronic and Hardcopy)	As updated		Destroy
0056-0000	Gifted and Exceptional/Honors Program Pupil/Student Record* (Electronic and Hardcopy)			
0056-0001	Gifted and Exceptional/Honors Program Pupil/Student Record* (Electronic and Hardcopy) File of students enrolled in the Gifted and Exceptional/Honors Program. File contains: screening and nomination form, "Slosson Intelligence Test" score, parent and student questionnaire, staff rating scale, Permission to Instruct Student, final testing score, Standard Achievement Test score, student scholastic averages, student name and ID number, and copies of progress reports. (NJAC 6A:32-7.8(e)) <u>*NOTE: Upon graduation, the Gifted and Exceptional/Honors Program Pupil/Student Record file should be placed in or cross-referenced with the Mandated Student Record.</u>	100 yrs		Destroy
0056-0002	Notification to Parent/Adult Pupil of Availability of Copy Student Record (NJAC 6A:32-7.8(c))	5 yrs after final notification		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0057-0000	Parental Permission School Trip or Before / After School Programs and Activities - With Incident or Without Incident			
0057-0001	Parental Permission School Trip or Before / After School Programs and Activities - Without Incident	3 yrs		Destroy
0057-0002	Parental Permission School Trip or Before / After School Programs and Activities - With Incident	7 yrs after graduation		Destroy
0058-0000	Pupil File/Student Record - Mandated and Permitted Record (Classified and NonClassified Student)			
0058-0001	<p>Pupil File/Student Record - Mandated Student Record (Classified and NonClassified Student)</p> <p>File may contain but is not limited to the following: <u>Health History/Immunization (A-45)*</u>; student's name, ID number, address, telephone number, date of birth, name of parent(s), gender, citizenship, standardized assessment and test answer sheets (protocol), grades, attendance, years of attendance, classes attended, grade level completed, year completed; student progress according to student evaluation; records regarding disabilities that are needed for Social Security benefits;** Notification of Intent to Enroll in a Choice District, Authorization of Release of Information; Disclosure and Transfer of Student Records; pupil transfer data; Student Profile; withdraw authorization; foreign exchange student record; high school discharge card; and supporting documentation as required by the State Board of Education. (NJAC 6A:32-7.8(e))</p> <p><u>*NOTE:</u> In accordance with NJAC 6A:32-7.1(l) and NJAC 6A:16-2.4(c)5, upon graduation, the <u>Health History/Immunization (A-45)</u> form is to be removed from the Student Health File and placed in the <u>Mandated Student Record</u>. In addition, upon graduation, the <u>Gifted and Exceptional/Honors Program Pupil/Student Record</u> file should be placed in or cross-referenced with the <u>Mandated Student Record</u>.</p> <p><u>**NOTE:</u> See <i>Curriculum and Instruction Section</i> for Child Study records retention.</p>	100 yrs		Destroy
0058-0002	<p>Pupil File/Student Record - Permitted Student Record (Classified and NonClassified Student)</p> <p>The permitted records are comprised of those record series which are not mandated by state and federal laws as being a Mandated Student Record.</p> <p><u>NOTE:</u> See <i>Curriculum and Instruction Section</i> for Child Study records retention.</p>	7 yrs after graduation		Destroy

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		AGENCY	RECORDS CENTER	
0058-0003	Notification to Parent/Adult Pupil of Availability of Copy Student Record (NJAC 6A:32-7.8(c))	5 yrs after final notification		Destroy
0059-0000	Residency Affidavits (Classified and NonClassified Student) Affidavit signed by an adult who provides full financial support for a minor, in place of the parent, in order for the minor to attend school in the local district if the parent is not a local resident.	7 yrs after graduation		Destroy
	HEALTH			
0100-0000	School Nurse/Health Services Daily Log - Pre-School, Elementary, Middle, and Senior Nurse's daily account of health related activities.	3 yrs after final entry		Destroy
0101-0000	Health Policy and Procedures Manual - State, County, and Municipal Government State, County, and Municipal Government-generated medical policies and procedures to be implemented by public and nonpublic Pre-School; Elementary; Middle; and Senior schools. Subject areas may include but not limited to: student physical examinations, health screenings, eye protection, tuberculosis testing, HIV, athletics, audiometric screening, substance abuse, nursing services for nonpublic students, child abuse and neglect, Safe and Drug Free School programs, and supporting documentation.			
0101-0001	Health Policy and Procedures Manual (Original)	Permanent		Permanent
0101-0002	Health Policy and Procedures Manual (Copy)	As updated		Destroy
0102-0000	Health Reports File - District, Municipal, County, State, and Federal - Pre-School, Elementary, Middle, and Senior (Copy) Original is sent to the New Jersey Department of Health and Senior Services, and copies are sent to the County and Municipal Health Departments and to the Office of the Executive County Superintendent of Schools.	7 yrs after withdraw transfer, or graduation from school system		Destroy
0103-0000	Annual Report of Tuberculosis Testing in Schools (Copy) Original is kept by the Department of Health and Senior Services and a copy is kept by the school district and the local health department.	1 yr		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
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0104-0000	Medical Waste File (Copy) File contains: Regulated Medical Waste Generator Log, Registration and Fee Submittal, Medical Waste Tracking, Exception Report, Annual Generator Report, Generator On-Site Report, and Annual Generator Medical Waste Report. Originals are kept by the Departments of Environmental Protection and Health and Senior Services.	7 yrs		Destroy

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0105-0000	<p>Student Health File (Pre-School, Elementary, Middle, and Senior) (Classified and NonClassified Student) (Original and Copy) File contains but is not limited to the following: <u>Health History/Immunization (A-45)*</u>, NJ Family Care Statement of Health Insurance, Student Unpreparedness For Physical Education; Medical Emergency; Administration of Medication Request; Athletic Permit and Examination; Exclusion Form School Notice – Parents, Physician, and School Nurse; Football Injury Warning; statistical growth charts; Preschool Education; Immunizations Administration Record; medical follow-up letters and reports; Contraindication and Deficiency Notices; Immunization Waived/Religious Exemption; Application for Special Transportation; Minor Illness; Injury Notification; Notification of Injury While Participating in Athletics; Request to Participate/Parental Consent to Participate in Athletics, Physician/Physical Therapist’s Diagnosis and Treatment Report; Home Instruction; Student Program Adjustment Schedule; Wrestling Weight Certificate; health screening report; athletic participation health screening;; X-Ray Films – Tuberculosis; Section 504 ADA/Individual Accommodation Plan; parental notification and consent forms; physical examinations from physicians for dental, hearing, blood pressure, vision, Scoliosis, physical growth, Tuberculosis, Mantoux Diphtheria, Tetanus, Memngococcal+DTaP vaccine; Pertussis, Pediculosis, head lice, Polio, weight and height, Measles, Mumps, Rubella, athletic participation, and pre-kindergarten examination; asthma care; cardiac; trauma; monthly peak flow information; Jaundice; Purpura: Chicken Pox; Reyes Syndrome; Diabetes; Lyme Disease; Swine Flu, provisional admittance; permission for medication administration; self-administration of inhaled medication; school medical exam notices; tobacco, alcohol, and substance abuse; exemptions or disqualifications from athletics; student program adjustment and modification of physical education program; record of hospitalization, operations, illnesses, allergies, prior injuries; Subjective/Objective Assessment Plan (SOAP); History Objective Plan (HOP); computerized concussion baseline testing; and medications presently taken under a physician’s care. (NJAC 6A:16-2.4(a))</p> <hr/> <p>*NOTE: In accordance with NJAC 6A:32-7.1(l) and NJAC 6A:16-2.4(c)5, upon graduation, the <u>Health History/Immunization (A-45)</u> is to be removed from the Student Health Record File and placed in the <u>Mandated Student Record</u>.</p>			

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0105-0001	Student Health File - Health History/Immunization (A-45) (NJAC 6A:32-7.8(e))	100 yrs		Destroy
0105-0002	Student Health File - Cumulative Health File	7 yrs after graduation		Destroy
0105-0003	Student Health File - Blood-Borne Pathogens, Communicable Infectious Disease, HIV, Sexually Transmitted Diseases, Drug Test, and Hepatitis Confidential Medical File - Pre-School, Elementary, Middle, and High School A confidential file that contains student medical information pertaining to a student who has contracted a communicable and/or infectious disease.	7 yrs after graduation		Destroy
0106-0000	Student Accident Reports File contains student accident reports, claims, medical documentation, and related correspondence.	7 yrs after graduation		Destroy
0107-0000	Blood-Borne Pathogens Training File	As updated		Destroy